

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING  
CLEARVIEW, 198 COUNTY DF, JUNEAU, WI 53039  
IN THE CHAPEL**

**September 5, 2018**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

**COMMITTEE MEMBERS PRESENT**

Larry Bischoff  
Lisa Derr  
Dan Hilbert  
William Hoekstra  
Tom Schaefer

**NON-COMMITTEE MEMBERS PRESENT**

None

**ALSO PRESENT:** Jane Hooper, Administrator / Executive Director; Lori Kurutz, Assistant Administrator; Erin Blank, Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Alyssa Gahlman, Director of Support Services; Heather Ninmann, IID Household Specialist; Ashley Vergenz, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None to report.
4. **APPROVAL OF MINUTES OF AUGUST 7, 2018 MEETING:** Motion made by Schaefer to approve the August 7, 2018 Minutes; seconded by Hilbert. Motion carried.
5. **INVOLUNTARY DISCHARGES:** None to report.
6. **CENSUS REPORTS:**

CBIC:	20 of 30, with 2 discharges Friday; 1 admit today
Clearview:	108 of 120, with 3 admissions this week
Clearview Behavioral Health 1/2/3/4:	36 of 40, with 1 admit next week
ICF-IID (formerly FDD):	45 of 46
Trailview	3 of 4, with 1 referral being working on
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20, with 1 possible admit next week

7. **Consider, Discuss, and Take Potential Action on Out-of-State Travel Request: 2018 LeadingAge Annual Meeting and Expo ~ Philadelphia:** Administrator / Executive Director Hooper requested to attend LeadingAge National's annual meeting and expo from October 28 to 31, 2018, in Philadelphia. Due to the timing of meeting schedules, the Executive Committee approved the request at its September 4, 2018 meeting. Motion by Derr of the Health Facilities Committee to approve the request; seconded by Schaefer of the Health Facilities Committee. Motion carried.

8. **ADMINISTRATOR'S REPORT:**

- **Director of Nursing ~ Erin Blank:** Erin Blank was introduced to the Committee as Clearview's new Director of Nursing, effective August 22, 2018. Blank informed the Committee of her nursing career experience and her various roles at Clearview.
- **Succession Planning:** Hooper gave a PowerPoint presentation to the Committee regarding succession planning. The presentation focused on the current status of the Administration Team, the retirement of Drs. Frinak and Caceres, changes in positions at Clearview (Admissions Coordinator, Central Supply, and the Dietary Department), internal promotions, retirements, changes in the Social Services Department, the ERA Program, and Leaves of Absence, as well as staffing.
- **Update: Recruitment for Medical Director, Staff Physician, Assistant Director of Nursing, and Executive Director / Administrator Positions:**
  - **Medical Director and Staff Physician:** Hooper continues to be in contact with prospective candidates to fill Drs. Frinak and Caceres's positions and will continue to keep the Committee updated.
  - **Assistant Director of Nursing:** The Assistant Director of Nursing position will be open until filled. There is currently interest in the position. Several different styles will be incorporated into the interview process. Hooper will continue to provide updates.
  - **Executive Director / Administrator:** The timeline as scheduled is in progress. There is currently interest in the position with several applicants. The deadline for applications ended on September 4.
- **Update: Clearview Behavioral Health III:** Clearview Behavioral Health III's regular license has been received, effective September 1, 2018, after a one-year probationary period. Clearview Behavioral Health IV will have a temporary probationary license until May 1, 2019, when it is eligible to receive a permanent license, barring no unforeseen circumstances.
- **Update: Marsh Country Health Alliance Annual Meeting:** Marsh Country Health Alliance ("MCHA") held their Annual Meeting on Monday, August 27, 2018. Election of officers took place (Russell Kottke, Dodge County – Chair;

Duane Paulson, Waukesha County – Vice Chair; and Herbert Hanson, Green County – Secretary). Wiley went over the 2018 budget update, proposed 2019 MCHA budget, gave a current financial update, and discussed MCHA's long-range capital plans.

- **IID Survey:** The Survey Team from the Department of Health Services arrived on August 13, 2018, to survey the IID households. Five clinical citations and three K-Tag environmental cites were given.

**FINANCE REPORT ~ BILL WILEY:**

**2019 Budget Update:** Wiley provided the committee with a summary of the changes to the proposed 2019 Clearview budget. He stated that several changes were made to personnel expenses, which saved the facility \$178,000 in salary expenses and \$188,000 in benefit expenses.

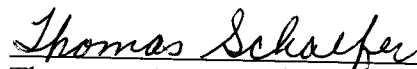
A change was also made which saved Clearview \$30,000 in IT capital expenses.

Wiley stated that the savings were then budgeted to be added into Clearview's fund balance.

9. **DETERMINE NEXT MEETING DATE AND TIME:** *Wednesday, October 10, 2018, at 7:45 a.m.,* in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
10. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Hoekstra. Motion carried. Meeting adjourned at 9:27 a.m.

Dated this 10<sup>th</sup> day of October, 2018.

Respectfully submitted,

  
Thomas Schaefer, Secretary